

# The Regional Press Awards for 2017 Full Guidance

**Entries Open:** 7 February 2018

**Entries Close:** 8 March 2018

**Shortlists announced:** April 2018

**Awards dinner (winners will be announced):** 18 May 2018, The IET, Savoy Place, London

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## Summary Rules of Entry

### Eligibility

The awards recognise the work of local and regional newspapers in print and online. Reporters and photographers working for agencies are also eligible to enter work published by a local and regional newspaper between 1 January 2017 and 31 December 2017. Entries can be made for work published in print, website, online, mobile, video, audio or any other delivery format in any UK local or regional newspaper or its related digital platform

### Judging

Panels of independent judges and those from national newspapers, all with experience of the regional press, consider entries online and vote to provide shortlists for discussion. The judges reserve the right to make a special award or to name a Journalist of the Year if it becomes clear that special achievements need to be recognised that do not fit into any category. The judges' decision is final.

### Entry

All entries will be made online via the website developed to provide an annual display of all that is best in UK regional journalism.

'Cuttings' and images should also be supplied online in digital format. The following five categories will also require hard copies to be supplied by post in addition to the online submission:

Supplement of the Year

Weekly Newspaper ABOVE 15,000

Weekly Newspaper BELOW 15,000

Daily/Sunday Newspaper ABOVE 20,000

Daily/Sunday Newspaper BELOW 20,000

All entries, including those from freelance journalists, must be endorsed by the editor, managing editor or department head. (Approval will be indicated by an honesty tick box on the online entry form and editors will be sent an email list of entrants made which have stated them as the authorising editor.)

Entries must be the work of the named entrant or team.

Entrants for the Young Journalist of the Year must be aged 26 or under on 31 December 2017. (Visit the [Society of Editors website](http://www.societyofeditors.org) for details on how to join.)

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Entrants are required to register either as an individual or an administrator entering on behalf of a number of individuals, supplying their name or a team name or joint byline. You are also asked for publication or status as a freelance, contact details and photograph. Until these registration fields have been completed you will not be able to submit an entry.

Entrants must comply in accordance with the rules and guidance published. You can enter as many times as you like within each category and can enter for more than one category of award. You cannot edit or delete completed entries but it may be possible to update entries up to the closing date if further developments to entries occur after the original submission.

Entrants must ensure that they read and follow these rules and the specific online guidance for entry for each category.

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## Checklist for General Entries

### 1. Getting Started

Update your browser to the latest version before using the online system.

For Internet Explorer you use windows update.

For Firefox select 'Help' and then 'About Firefox'. It will then search and let you know if an update is available and give you the option to install.

For Chrome open Chrome, at the top right, click More. Click Update Google Chrome. If you don't see this button, you're on the latest version.

Other browser specific information can be found online.

Add the following email addresses to your safe senders list to avoid any communications being marked as spam: **no-reply@regionalpressawards.org.uk**, **admin@regionalpressawards.org.uk** and **office@societyofeditors.org**.

### 2. Registration

Click on the register button and choose to follow either the INDIVIDUAL or ADMINISTRATOR route for registration. It may take a while for your photo to be uploaded so please be patient. Please note that this photo is the one we will use if you are shortlisted so please make sure you are happy with it. It will need to be a head and shoulders shot at least 2000 pixels wide.

Please check that you have received confirmation of your registration and your log in details in your email program. The email subject line will be 'PressAwards.org.uk application complete'.

At any time after registering you can update your details if you need to.

### 3. Entries

The following information will be required for each item submitted:

Paper item appeared in

Date

Headline

Supply copy as PDF: **Maximum file size 5 MB**

You can submit up to three examples of your work to support each entry.

**For photographic categories:** Provide the original images in JPG format *AS WELL* as PDFs showing how it was used in publication.

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For entries that appeared in digital format only please submit up to three URLs in the supporting URL fields within the entry form. All entries will require at least one PDF or JPEG uploaded to comply with the rules (i.e. a screengrab or graphic to represent the entry if shortlisted.)

**For Supplement of the Year only (the Team Awards):** In addition to submitting an online entry (uploading at least one PDF to represent a front page cover and providing a supporting statement of up to 300 words) please also supply SIX hard copies of TWO editions of the Regular Supplement or SIX hard copies of a Special Supplement.

**For Newspaper of the Year categories (the Team Awards)** - In addition to submitting an online entry (uploading up to three PDFs and providing a supporting statement of up to 300 words), please also supply ONE hard copy of THREE editions of the paper.

Please include the entry reference number (found on your account home page next to your submitted entry), your name, sponsoring paper and the email address associated with your registration with all copies sent by post.

Hard copies should be posted to:

The Regional Press Awards  
Society of Editors  
University Centre  
Mill Lane  
Cambridge  
CB2 1RU

All hard copies should arrive on or before 15 March 2018. Any queries relating to the receipt or acknowledgement of hard copies should be made by contacting the Society on 01223 304080/

**If there are any unresolved legal issues or complaints to the Independent Press Standards Organisation or the paper or digital platform regarding your entry you must declare it on the entry form for the information of the judges.**

**You will need to have your entry approved by your Editor and provide a purchase order number or pay online. Entries paid by entering a purchase order number will be invoiced on or shortly after March 8. Early payment would be appreciated.**

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## Notes for Individuals (people submitting entries of their own work or for one team)

### Logging in

Enter your email address and password in the log in screen to access your Account Homepage. As you make entries you will begin to see that a record of your activity appears on this page so you can keep track of entries you have submitted and are in the process of completing.

### Submitting Entries

Click 'Submit an Entry' from your Account Home Page.

Fill in the fields as indicated. Note, if your sponsoring organisation is not listed please choose 'Other' from the sponsoring organisation drop down list and enter the name of your organisation in the field labelled 'Other'. If you wish to complete this form at a later date you can scroll down and click the button 'Save and come back later'.

If you have completed all the fields in this form scroll down and click the button 'Save and move on to upload supporting files'. This will step you forward to a form where you can upload your supporting files for that entry. Please note, all entries will require at least one PDF or JPEG uploaded to comply with the rules even if published on a digital only platform.

Enter the information for your first supporting item i.e. the paper or platform it appeared in, the date and the headline text. Browse to your associated file and click the 'Upload File' button. Please be patient while your file uploads. You can repeat this process for up to three supporting items per entry (six for visual categories). Once all your supporting items have been uploaded you can save.

**PDFs must be no more than 6 pages in total. (PDFs uploaded that exceed this limit will be automatically withdrawn).**

### *Completing Unfinished Entries*

Entries in Progress can be edited from your account. Click on the 'Edit' link for the entry you want to complete you can continue where you left off.

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## Notes for Administrators (people submitting entries for a number of associated registrants i.e. multiple entrants)

### Logging in

Enter your email address and password in the log in screen to access your Account Homepage. Once logged in you can begin to add associated registrants (those people or teams for whom you may want to make entries). For each associated registrant you will need to upload a profile picture at least 2000 pixels wide. This will be the one that is used if shortlisted so please make sure they are happy with it. As you make entries you will begin to see that a record of your activity appears on this page so you can keep track of entries you have submitted and are in the process of completing.

### Submitting Entries (as an Administrator for a number of registrants)

Select the Registrant for whom you wish to make an entry and click on the corresponding 'Submit an Entry' link. Fill in the fields as indicated. If you wish to complete this form at a later date you can scroll down and click the button 'Save and come back later'.

If you have completed all the fields in this form scroll down and click the button 'Save and move on to upload supporting files'. This will step you forward to a form where you can upload your supporting files for that entry. Please note, all entries will require at least one PDF or JPEG uploaded to comply with the rules even if published on a digital only platform.

Enter the information for your first supporting item i.e. the paper or platform it appeared in, the date and the headline text. Browse to your associated file and click the 'Upload File' button. Please be patient while your file uploads. You can repeat this process for up to three supporting items per entry (six for visual categories). Once all your supporting items have been uploaded you can save.

**PDFs must be no more than 6 pages in total. (PDFs uploaded that exceed this limit will be automatically withdrawn).**

### Completing Unfinished Entries

Entries in Progress can be edited from your account. Click on the 'Edit' link for the entry you want to complete you can continue where you left off.

You can log in and check the status of all of your entries for all your associated registrants and submit additional entries anytime up until the closing date.

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## Entering the Newspaper of the Year Categories

Weekly Newspaper ABOVE 15,000

Weekly Newspaper BELOW 15,000

Daily/Sunday Newspaper ABOVE 20,000

Daily/Sunday Newspaper BELOW 20,000

In addition to submitting an online entry (uploading up to three PDFs and providing a supporting statement of up to 300 words), please also supply one hard copy of three editions of the paper to the following address:

The Regional Press Awards  
Society of Editors  
University Centre  
Mill Lane  
Cambridge  
CB2 1RU

Copies must arrive on or before 15 March 2018. Please include the entry reference number (found on your account home page next to your submitted entry), category applied for, your name, sponsoring paper and the email address associated with your registration with all copies sent by post.

Any queries relating to the receipt or acknowledgement of hard copies should be made by contacting the Society on 01223 304080.

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## Payment Options

Fees must be received in full by 8 March 2018 **or** on receipt of invoice(s) being issued. Fees not received will render the entry ineligible. The entry fee is non-refundable.

### ***Paying Online by Debit/Credit Card***

If you have selected the 'Save and pay online' option you will be taken to a screen which confirms the fee due. Please click the 'Pay Online' button. This will transfer you to the WorldPay secure online payment system.

You can also choose to pay for all pending entries in one transaction from your account homepage. Simply click 'Complete & Pay for ALL online' which will redirect you to the WorldPay secure online payment system.

**Please ensure you are happy with all entries in progress before submitting payment!**

### ***Paying by Purchase Order***

If you want to pay by PO please send an email to [admin@regionalpressawards.org.uk](mailto:admin@regionalpressawards.org.uk) providing a PO number and maximum figure so that we can set this up. Please also include the name and email address of the person who should receive the invoice.

When making an entry and opting for this method of payment please enter your purchase order number in the screen that appears and click the 'Pay by PO' button. You can repeat this process for all entries that will be paid by purchase order.

You can also choose to apply one PO number to all pending entries. Simply click 'Complete & Pay for by Purchase Order' which will redirect you to a form to enter one PO number for all entries in progress.

**Please ensure you are happy with all entries in progress before submitting a PO number!**

The invoice will be sent for the attention of the editor you named in your submission, at the paper authorising your entry. Invoices will be issued shortly after the closing date for entries 8 March 2018.

**Payment will be due immediately.**

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## Awards Categories for 2017

Entries can be made for work published in print, website, online, mobile, video, audio or any other news delivery format in any UK regional newspaper or any news website or platform covering UK regional news.

All entries must be endorsed by the editor or managing editor in or on whose publication or digital platform they appeared.

## General Awards

### YOUNG JOURNALIST OF THE YEAR

Open to journalists aged 26 or under on 31 December 2017 who have not previously been shortlisted for this award. Entries may include work from any journalistic discipline. Judges will be looking for the individual who has made significant impact over the year.

### BUSINESS AND FINANCE JOURNALIST OF THE YEAR -

For reporters and commentators covering all aspects of business and personal finance. Judges will be looking for the ability to break stories and explain issues to a general audience.

### SPECIALIST WRITER/ IMPACT JOURNALIST OF THE YEAR

For journalists with specialisms not covered by any other category such as health, fashion, travel, science, health, environment, motoring and politics. The judges will look for journalists who break stories, analyse and explain their subject for a wider audience.

### FEATURE WRITER /LONG FORM JOURNALIST OF THE YEAR

Quality of writing is paramount. Judges will be looking for journalists who demonstrate a compelling style in news reportage, colour writing, analysis and backgrounders.  
(Please consider very carefully whether your entry is more suitable for Feature Writer of the Year or Reporter of the Year (Weekly or Daily/Sunday).

### COLUMNIST OF THE YEAR

Entrants should have a regular by-lined column or blog. The winner will be a journalist with a special style and the ability to provoke debate that may annoy as much as delight.

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## WEEKLY SPORTS JOURNALIST OF THE YEAR

Open to sports news writers, match reporters, feature writers and columnists on weekly newspapers. Entries may be from a variety of sports or one specialist area. Judges will be looking for good writing and agenda setting reporting.

## DAILY/SUNDAY SPORTS JOURNALIST OF THE YEAR

Open to sports news writers, match reporters, feature writers and columnists on daily newspapers. Entries may be from a variety of sports or one specialist area. Judges will be looking for good writing and agenda setting reporting.

## SOCIAL MEDIA JOURNALIST OF THE YEAR

Open to anyone who regularly uses social media to enhance the public's awareness of their own work and that of their publication/website. Entries may focus on an individual's year-long all-round input or specific cases where an individual has shown imagination, technical awareness and flair to use the medium to full effect. You can submit up to three PDFs or screen grabs of the best examples of your work as well as the URL for each piece of work. You should also supply the URL for the route you would prefer judges to follow to access the digital content you wish to enter. Please supply all URLs as plain text in your supporting statement.

## REPORTING COMMUNITIES AWARD

This award seeks to recognise the tremendous work that goes on in regional newspapers to ensure all communities are well covered. Entries can come from individual journalists or news teams that can show how they have ensured the diverse communities in their publication's region are well served and that their journals reach out to provide reporting that is inclusive and all-encompassing regardless of ethnicity, ability, faith or sexuality. Entrants can submit three examples of their work plus a covering statement.

## WEEKLY REPORTER OF THE YEAR

The category for weekly newspaper reporters who provide the heart and soul of any newspaper. The judges will be looking for well-researched exclusives brilliantly told. Tenacity, flair, investigative skill and an ability to handle difficult subjects carefully will score highly. In the case of long-running investigations entrants may include up to three items to count as one story.

## DAILY/SUNDAY REPORTER OF THE YEAR

The category for daily newspaper reporters who provide the heart and soul of any newspaper. The judges will be looking for well-researched exclusives brilliantly told. Tenacity, flair, investigative skill and an ability to handle difficult subjects carefully will score highly. In the case of long-running investigations entrants may include up to three items to count as one story.

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## Visual awards

### WEEKLY PHOTOGRAPHER OF THE YEAR

News, sports and features pictures used in a weekly newspaper are eligible. Judges will look for versatility, technical skill and the ability to capture the picture that matters. The mood of an interview, subject or feature needs to come across strongly.

### DAILY/SUNDAY PHOTOGRAPHER OF THE YEAR

News, sports and features pictures used in a daily newspaper are eligible. Judges will look for versatility, technical skill and the ability to capture the picture that matters. The mood of an interview, subject or feature needs to come across strongly.

### DESIGNER OF THE YEAR

An award for designers and graphic artists. Judges will look at finished pages that demonstrate innovate and skilled design and layout.

### DIGITAL DESIGNER OF THE YEAR

An award for designers and graphic artists who brought their skills to the digital field. Judges will look at examples of digital coverage that demonstrate innovate and skilled design for the digital platform. You can submit up to three PDFs or screen grabs of the best examples of your work as well as the URL for each piece of work. You should also supply the URL for the route you would prefer judges to follow to access the digital content you wish to enter. Please supply all URLs as plain text in your supporting statement.

## Team awards

### SUPPLEMENT OF THE YEAR

Entries will be judged on outstanding content, design, use of photography and readability of a supplement that is published at regular intervals or to mark a special event or achievement, either with the newspaper or clearly linked to a local or regional paper. SIX hard copies of TWO editions of the Regular Supplement or SIX hard copies of a Special Supplement will be required by the judges.

### FRONT PAGE OF THE YEAR

Judges will be looking for the outstanding and most memorable front page published in a regional or local newspaper during the year.

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## SCOOP OF THE YEAR

The story or series of stories that everyone else wished they had broken. This can be a team or individual award.

## CAMPAIGN OF THE YEAR -

Judges will be looking for campaigns that made waves, struck a chord with readers and simply made a difference. This can be a team or individual award. Entries will also be automatically considered for the Making a Difference, People's Choice campaign organised by Local Media Works for Local Newspaper Week.

## WEBSITE OF THE YEAR

The judges will look for excellent reporting, writing or flair and innovation in content, design and delivery and interaction with readers and will seek to recognise journalistic achievement online. You can submit up to three PDFs or screen grabs of the best examples of your work as well as the URL for each piece of work. Please supply all URLs as plain text in your supporting statement.

## SOCIAL MEDIA TEAM OF THE YEAR

Open to news teams that have as a unit made the best use of social media platforms to reach out and engage with the public. Entrants may focus on sustained overall year-long achievements or pinpoint specific cases with breaking stories or campaigns. The judges will be looking for imagination, flair and technical know-how across a broad range of social media options. Please supply all URLs as plain text in your supporting statement.

## DIGITAL INITIATIVE OF THE YEAR

This category focusses on those bright ideas that changed the face of digital coverage. This could be an individual's single idea that shaped a massive response from the public, or a team effort that showed flair and imagination as well as technical know-how. Please supply all URLs as plain text in your supporting statement.

## THE OVERALL DIGITAL AWARD

The judges will look for the newspaper that produces the best journalism and service to readers on a range of platforms whether print, website, mobile or any other means. Special attention will be made to innovation and use of social media including blogs. You can submit up to three PDFs or screen grabs of the best examples of your work as well as the URL for each piece of work. You should also supply the URL for the route you would prefer judges to follow to access the digital content you wish to enter. Please supply all URLs as plain text in your supporting statement.

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## INNOVATION AND INITIATIVE AWARD OF THE YEAR

This category focusses on those brilliant innovations and ideas that have made their mark in the industry – from new supplements and sections to launches and re-launches of products. Entrants must show flair and imagination and explain the reasons behind the initiative and its effect. Please supply all URLs as plain text in your supporting statement.

## JOURNALISTS' CHARITY AWARD

The winner will be chosen by the Journalists' Charity and is in the gift of the charity's council and recognises an individual or body that has made an outstanding contribution to journalism and journalists in any way. It cannot be entered.

## WEEKLY NEWSPAPER (BELOW 15,000)

## WEEKLY NEWSPAPER (ABOVE 15,000)

Weekly newspaper of the year categories will be judged by panels of experienced senior journalists or former journalists from all parts of the media. They will consider the achievements of each of the entries across all platforms set out in submissions by editors. The judges will look for service to the local community, great exclusives and successful campaigns, editorial achievements and other outstanding journalism. Editors will be required to send in THREE different editions of their newspaper.

## DAILY/SUNDAY NEWSPAPER (BELOW 20,000)

## DAILY/SUNDAY NEWSPAPER (ABOVE 20,000)

Daily/Sunday Newspaper of the Year categories will be judged by panels of experienced senior journalists or former journalists from all parts of the media. They will consider the achievements of each of the entries across all platforms set out in submissions by editors. The judges will look for service to the local community, great exclusives and successful campaigns, editorial achievements and other outstanding journalism. Editors will need to provide THREE different editions of their newspaper.

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